Conference Housing Form
as of September 2004
Pittsburgh, Pennsylvania
November 6-12, 2004

INSTRUCTIONS

For best availability and immediate confirmation, make your reservation via the Internet. If using this form, use one form for each room request. Photocopies accepted.

INTERNET: Visit the SC2004 website at www.sc-conference.org/sc2004/hotel.html

FAX: Only fully completed forms will be accepted by fax at 412-644-5512. Use one form per request, make copies as needed.

PHONE: Call the Greater Pittsburgh Convention & Visitors Bureau (GPCVB), 9am-1pm EDT, Monday-Friday at 412-281-0482, ext. 4007 ONLY IF YOU HAVE A QUESTION. **We are unable to process reservations over the phone.** You must submit your request via this official form or via www.sc-conference.org/sc2004/hotel.html

EMAIL: We prefer and encourage e-mailing questions, cancellations or changes to your reservation to housing@gpcvb.org.

ACKNOWLEDGEMENTS

The GPCVB Housing Bureau will send you an acknowledgement of your reservation. Please review all information for accuracy. E-mail confirmations will be sent within 24 hours of reservation being processed; fax and mail confirmations in 7-14 days. If you do not receive your acknowledgement in this time frame, contact the GPCVB Housing Bureau. You may also check your reservation via the Internet at www.sc-conference.org/sc2004/hotel.html regardless of how you booked your reservation.
You will not receive a confirmation from the hotel.

ROOM RATES/TAXES

To take advantage of the special conference rates for SC2004, book your reservation by October 4, 2004. After that date, the Housing Bureau will still assist you in finding a room, however hotels may charge higher rates. All rates are per room and are subject to 14% tax.
Special requests cannot be guaranteed. Hotels will assign specific room types upon check-in, based on availability.

See Hotel Rates and Amenities page for room rates.

CHANGES, CANCELLATIONS, REFUNDS

Cancellations received after October 4, 2004 will be assessed a $25.00 processing fee. Your deposit may be forfeited if you do not cancel at least 72 hours prior to your scheduled arrival. Continue to use the GPCVB Housing Bureau for all changes and cancellations up until October 25, 2004 at www.sc-conference.org/sc2004/hotel.html **or by faxing to 412-644-5512 or by e-mail at housing@gpcvb.org.** Please, do not contact the hotels directly until after October 25, 2004 as they cannot reference your reservation info until after that date. **For more information** regarding policies, multiple room blocks (5 or more), or meeting space, please contact:

SC2004 Housing Coordinator:
Elvira Prologo: prologo@psc.edu,
Lucille Jarzynka: jarzynka@psc.edu

READ HOUSING INSTRUCTIONS BEFORE COMPLETING THIS FORM!

DEADLINE for reservations guaranteed at the conference rates: **October 4, 2004**

Send confirmation to:

Name		Title	
Sharing room with			
Organization			
Mailing Address			
City	State	Postal/Zip Code	Country
Daytime Phone		Fax Number	
Email Address			
Arrival Date		Departure Date	

Hotel Preference:

Indicate choices 1 thru 17	HOTEL NAME	SINGLE 1 bed/ 1 person	DBL 1 bed/ 2 persons	DBL/DBL 2 beds/ 2 persons	TRIPLE 2 beds/ 3 persons	QUAD 2 beds/ 4 persons
	Best Western					
	Courtyard by Marriott					
	Hampton Green Tree					
	Hawthorn Green Tree					
	Hilton					
	Holiday Inn Green Tree					
	Holiday Inn Southside					
	Holiday Inn Univ. Ctr.					
	Marriott City Center					
	Omni William Penn					
	Radisson Green Tree					
	Ramada Plaza Suites					
	Renaissance Pittsburgh					
	Residence Inn Oakland					
	Sheraton Station Sq.					
	University Club					
	Westin					

List all room occupants, including yourself, if applicable.

____Non Smoking request _____Smoking request ____No preference

Special needs or requirements (please provide details):

_____

☐ **Government Rate Requested** . (If the government rate is not available, the conference rate will be used and you will be notified. You will be required to show a US government issued ID as proof you qualify for the government rate. If you cannot verify your government affiliation, you may be charged a substantially higher rate at the discretion of the hotel.)

Credit card information: (must be valid through November 2004)

☐ American Express	☐ Diners Club	☐ Discover	☐ MasterCard	☐ Visa
Credit Card No.		Expiration Date:		
Cardholder's Name		Signature:		

DEPOSITS

A deposit of one night's stay is required with each reservation request. Payment by credit card is preferred. Credit card deposits will be processed on or after October 4, 2004. Check deposits should be made payable to "GPCVB Housing Bureau," and sent to GPCVP Housing Bureau, Regional Enterprise Tower, 425 Sixth Avenue, 30th Floor, Pittsburgh, PA 15219-1834.